



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT



ALASKA CAREER READY

The State of Alaska recognizes

Jonnie Q. Public

is awarded the Silver Credential
for having demonstrated career readiness in
Applied Mathematics, Locating Information and Reading for Information.



November 12, 2007

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Sarah Palin, Governor
State of Alaska

Expires November 12, 2008



The following skills have been demonstrated by the holder of this certificate based on WorkKeys, a national workforce development system that provides a direct comparison of the skills an individual possesses with the skills needed to perform a job.

APPLIED MATH LEVEL 4

- Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers
- Add or subtract negative numbers
- Change numbers from one form to another using whole numbers, fractions, decimals, or percentages
- Convert simple money and time units (e.g., hours to minutes)
- Solve problems that require one or two operations
- Multiply negative numbers
- Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals
- Add commonly known fractions, decimals, or percentages (e.g., $\frac{1}{2}$, .75, 25%)
- Add up to three fractions that share a common denominator
- Multiply a mixed number by a whole number or decimal
- Put the information in the right order before performing calculations

READING FOR INFORMATION LEVEL 4

- Identify main ideas and clearly stated details
- Choose the correct meaning of a word that is clearly defined in the reading
- Choose the correct meaning of common, everyday workplace words
- Choose when to perform each step in a short series of steps
- Apply instructions to a situation that is the same as the one in the reading materials
- Identify important details that may not be clearly stated
- Use the reading material to figure out the meaning of words that are not defined
- Apply instructions with several steps to a situation that is the same as the situation in the reading materials
- Choose what to do when changing conditions call for a different action (follow directions that include “if-then” statements)

LOCATING INFORMATION LEVEL 4

- Find one or two pieces of information in a graphic
- Fill in one or two pieces of information that are missing from a graphic
- Find several pieces of information in one or two graphics
- Understand how graphics are related to each other
- Summarize information from one or two straightforward graphics
- Identify trends shown in one or two straightforward graphics
- Compare information and trends shown in one or two straightforward graphics
- Sort through distracting information
- Summarize information from one or more detailed graphics
- Identify trends shown in one or more detailed or complicated graphics
- Compare information and trends from one or more complicated graphics

For more information, please visit www.alaskaready.gov

